

POSITION TITLE:     MANAGER I –  
                                    Regional Maintenance

DEPARTMENT: Facilities Division

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

POSITION #: 022534

Performs routine managerial work administering the daily operations and activities of an agency program. Work involves establishing goals and objectives; developing guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; developing and evaluating budget requests; monitoring budget expenditures; and planning, assigning, and supervising the work of others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

- A. Manages the activities of staff in the Regional Maintenance programs; plans, implements, coordinates, monitors, and evaluates regional maintenance and construction project operations and activities; develops guidelines, policies, procedures, rules, and regulations; and monitors compliance with policies and procedures and applicable codes, laws, rules, and standards.
- B. Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; develops and implements techniques for evaluating maintenance program project activities; and manages program evaluation activities.
- C. Oversees special investigations and project analyses to recommend improvements; develops and evaluates program budget requests, monitors budget expenditures, and makes adjustments as necessary; and oversees the preparation of program management and productivity reports and studies.
- D. Provides technical guidance and direction regarding construction and renovation projects; and provides liaison with agency departments, units, and other agencies and organizations.
- E. Plans, assigns, and supervises the work of others.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Industrial Technology, Engineering, or a related field preferred. Each year of experience as described below in excess of the required seven years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Seven years full-time, wage-earning facilities maintenance, construction, construction administration, maintenance administration, or production or manufacturing operations experience to include three years in the supervision of employees.

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of public administration and maintenance program management.
2. Knowledge of construction and facility maintenance techniques and procedures.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to manage program activities.
6. Skill to establish program goals and objectives.
7. Skill to develop and evaluate program policies and procedures.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in administrative problem-solving techniques.
10. Skill to review technical data and prepare technical reports.
11. Skill in public address.
12. Skill to communicate ideas and instructions clearly and concisely.

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13. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
14. Skill to read and interpret construction blueprints, drawings, and specifications.
15. Skill to prepare and maintain accurate records, files, and reports.
16. Skill to plan, assign, and supervise the work of others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, crawl, twist, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.